

# Mono County Community Development Department

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## Planning Division

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## USE PERMIT APPLICATION & PROCEDURAL INFORMATION

### I. INTRODUCTION

A Use Permit is discretionary permit issued by the Planning Commission, typically for uses that may be compatible with surrounding land uses under certain conditions. After holding a public hearing to receive input and comment, the Planning Commission sets conditions or standards, makes the required Use Permit "findings", and issues Use Permits.

The average Use Permit can be processed in three months. The timeframes for processing Use Permits depends on the level of environmental review required. Projects Categorically Exempt under the California Environmental Quality Act can be processed in one or two months, while those requiring a Negative Declaration or Environmental Impact Report will take longer.

### II. APPLICATION PACKAGE SHALL CONSIST OF:

- A. Completed application form (one copy).
- B. Completed Project Information Form (one copy) or Expanded Environmental Submittal for larger projects (three bound copies and one unbound copy for reproduction).
- C. Detailed plot plans meeting the requirements of the attached plot plan guidelines. Eight full size copies (blue prints) and one reduced version, no larger than 11" X 17", should be submitted. Applicants of larger projects may be required to submit additional full size copies.
- D. Elevations or flat scale drawings of the proposed project. Eight full size sets and one reduced set, no larger than 11" X 17", should be submitted. Applicants of larger projects may be required to submit additional full size sets.
- E. Floor plans of the proposed project. Eight full size sets and one reduced set, no larger than 11" X 17", should be submitted. Applicants of larger projects may be required to submit additional full size sets.
- F. Project processing deposit of \$930.00:
- G. Environmental Review deposits (CEQA):
  - Categorical Exemption -- \$50.00
  - Negative Declaration -- \$890.00
  - Environmental Impact Report -- \$890.00 is a deposit for the initial study only.

### III. APPLICATION REVIEW PROCEDURE:

- A. Pre-application conference between County staff and applicant.** Conferences can be requested by staff or the applicant for larger projects, or projects that may generate significant public controversy.
- B. Application package submitted to the Planning Department.**

- C. Staff review of the application package.** If determined incomplete, the applicant will be notified of the deficiencies. Generally, projects requiring the preparation of a Negative Declaration or Environmental Impact Report will take longer to be accepted as complete.

If the application is deemed complete, the package will be sent for review to local, state and federal agencies, and a Land Development Technical Advisory Committee (LDTAC) meeting will be scheduled. The LDTAC consists of County representatives from the Planning, Public Works and Health Departments. The preparation of a Planning Commission Staff report and environmental document will also commence.

LDTAC meetings for projects requiring a Negative Declaration or EIR, are scheduled a minimum of four weeks after a project application is accepted as complete. Projects that are Categorically Exempt could be scheduled sooner. Board of Supervisors' Minute Order 83-1154 requires the Planning Department to give local fire districts at least 20 days to review and comment on projects. LDTAC meetings are held after the initial review period ends to examine comments and concerns of local, state and federal agencies.

- D. Review of the project by the LDTAC.** The LDTAC will review the Staff Report with conditions of approval, the comments from other agencies and the environmental document with the applicant. A Planning Commission hearing will be scheduled following the LDTAC meeting.

Due to public review and noticing requirements, most Planning Commission public hearings will not be scheduled for at least two weeks after the LDTAC meeting. Projects requiring Negative Declarations or EIRs will have longer review periods.

- E. Final Staff Report and environmental document.** A final Staff Report and, if applicable, environmental documentation will be sent to the Planning Commission and the applicant five days prior to the public hearing.

- F. Planning Commission public hearing.** Following a Staff presentation and additional public testimony, the Commission will make an environmental determination, and then take action on the proposed project. The Commission can deny, approve, approve with conditions, or continue the hearing to receive additional input.

The applicant's attendance at the hearing is vital to provide the Commission with additional information and to answer questions. Unless the Commission's decision is appealed to the Board of Supervisors, the Planning Commission's decision is usually the last administrative action.

- G. Appeal of the Planning Commission's decision.** The applicant or other interested parties can appeal the decision of the Planning Commission to the Board of Supervisors. A completed appeal application with accompanying fees must be filed with the Planning Department within 15 days of the date of the decision.

## USE PERMIT APPLICATION

APPLICATION #	_____
DATE RECEIVED	_____
FEE RECEIVED	_____
BY	_____
RECEIPT #	_____
CHECK #	_____
CASH	_____

### TO BE COMPLETED BY APPLICANT

NAME OF APPLICANT/AGENT \_\_\_\_\_

ADDRESS \_\_\_\_\_  
(Street, Box #) (City) (State) (Zip)

TELEPHONE # \_\_\_\_\_

NAME OF OWNER, IF OTHER THAN APPLICANT \_\_\_\_\_

ADDRESS \_\_\_\_\_  
(Street, Box #) (City) (State) (Zip)

TELEPHONE # \_\_\_\_\_

### DESCRIPTION OF PROPERTY

Assessor's Parcel Number(s) \_\_\_\_\_

General Plan Designation \_\_\_\_\_ Zoning \_\_\_\_\_

PROPOSED USE: Applicants should describe the proposed project **in detail** (Use additional sheets, if necessary). Note: An incomplete or inadequate project description may delay project processing.

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I CERTIFY UNDER PENALTY OF PERJURY that I am: ☐ legal owner(s) of the subject property (all individual owners must sign as their names appear on the deed to the land), ☐ corporate officer(s) empowered to sign for the corporation, or ☐ owner's legal agent having Power of Attorney for this action (a notarized "Power of Attorney" document must accompany the application form), AND THAT THE FOREGOING IS TRUE AND CORRECT.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date